

REQUEST FOR PROPOSAL for DESIGN / BUILD PROJECT

REMODEL 7th FLOOR BUILDING 1

Project No. 668-12-104
Spokane VA Medical Center

Date: REVISED 04/19/2012

G **PART - 1: GENERAL**

G-1 This contract requires the completion of "Design Development and Working Drawings & Specifications" that will be used for construction of the Remodel 7th Floor of Building 1 project at the Veterans Administration Medical Center, Spokane, WA. The construction is also within the scope of work for this contract.

G-2 **Scope of Work**

The scope of the design for the construction shall include but not be limited to the following items as required for the V.A. to obtain a complete and fully functional project:

1) Rm. B262 – Oncology;

- Remove designated existing interior partitions;
 - B 262G & B262H – remove all partitions except exterior wall.
 - Sink in B262H to remain.
 - Remove sink / plumbing east wall B262G. Salvage for reinstallation.
 - Remove south wall B262B.
 - Remove existing casework at north perimeter B262B
- Remove existing convector covers and convector cans on west, south & east exterior walls. Abate associated cement asbestos board on exterior side of convector cans. Frame, insulate, sheetrock & finish areas where convector cans have been removed.
- Install sink assembly salvaged from east wall B262G on north wall B262, east side, adjacent to entry corridor. Install plumbing as required.

- Patch, paint and restore remaining wall surfaces as required to obtain acceptable finished surfaces.
- Restore all damaged floor finishes.
- Install finished utility gutter at window sill elevation on west, south and east exterior walls with 10 total Oxygen outlets and 10 total duplex power outlets at designated intervals.
- Install new and modify existing ceiling mounted curtain track as required to provide for 10 curtain cubicles at west, south, and east perimeters of B262.
- Modify existing Liko patient lift system at southern perimeter B262 as required to maximize coverage. Lifts shall be converted to pendant mount, eliminating existing wall mounts. Install Liko lift compatible curtain tracks in the areas of lift coverage. Remove existing Liko lift system in B262H, reconfigure as required and reinstall in B257. All work on the Liko lift systems must be completed by a factory authorized installer.
- Modify existing HVAC controls as required for proper temperature control. There are currently 3 t-stats within the area, 2 are on walls that will be removed.
- Adjust room HVAC parameters for compliance with VA HVAC Design Criteria.

2) Rm. B262A – Waiting:

- Room will split with the south 6' becoming a handicapped accessible restroom with wall mounted toilet and sink. The remainder of the area will be partitioned with new access from the corridor and become storage.
- Remove existing chair rail.
- Patch and repaint walls.
- Install 3'-0" x 7'-0" HM frame and wood door/hardware in corridor wall for access to new storage.
- Modify ceilings and lighting as required.
- New restroom to be ceramic tile floor with 4' high ceramic tile wainscot throughout. Install new wall mounted toilet and sink on south wall to include plumbing as required.
- Adjust room HVAC parameters for compliance with VA HVAC Design Criteria.

3) Rms. B256 & B258 – Storage:

- The 2 rooms will become 1 room and will be the Break Room.
- Remove existing east and north walls in B258. Remove existing entry door/frame to B258. Frame in opening and finish to match both sides. Restore damaged wall areas to provide acceptable finished appearance.
- Continue acoustical ceiling from Rm. B256 into B258 area.
- Patch and level floor as req'd. Install finished flooring to match B256.
- Install break room sink and cabinet removed from Rm. B248. Install waste and water plumbing and electrical as required.
- Patch and repaint walls as required
- Adjust room HVAC parameters for compliance with VA HVAC Design Criteria.

4) Rm. B254 – Office:

- Room will become Reception
- Install 42" wide Pass Thru window and transaction counter in west wall.
- Install electrical and Data outlets as required to facilitate workstation layout.
- Patch and repaint walls

5) Rm B257 – Office/Exam:

- Install Liko lift system salvaged from B262H. Modify / add new track as required for proper coverage. Provide dedicated twist lock outlet for system charger.

6) Rm. B250 – Break Room:

- Room will become Waiting.
- Remove existing kitchenette and salvage for reinstallation in B256. Demo existing plumbing to conceal behind finished surfaces.
- patch and repaint walls.
- install chair rail and decorative wainscot on walls at perimeter of room sim to existing in B256D.
- Adjust room HVAC parameters for compliance with VA HVAC Design Criteria.

7) Rm B735 – Office

- Remove existing interior partition and door, etc.
- Restore finishes. Install carpeting
- Set room up for 2 modular workstations to include power and data outlets as required.
- Adjust room HVAC parameters for compliance with VA HVAC Design Criteria.

8) Rm B737 – Restroom

- Remove existing toilet partitions, urinals, toilets, sinks, and counter, light soffits, spotlights, etc.
- Remove existing plumbing to behind existing finished surfaces, patch as required.
- Remove existing ceramic tile flooring and wainscot. May have to remove topping slab with ceramic floor.
- Repour and/or patch and level floor surface as required for installation of carpeting.
- Patch / paint all wall surfaces.
- Replace ceiling tiles and install 4 each 3 tube 2 x 4 lay in light fixtures. Install occupancy sensor and inboard/outboard switching.
- Install carpeting and rubber base
- Set room up for 4 modular workstations to include power and data outlets as required.
- Adjust room HVAC parameters for compliance with VA HVAC Design Criteria.

9) Rm. A726 – Storage / Work Room

- Remove existing security gate and transaction counter between A726 and A728. Frame in opening and finish both sides to match existing finishes.
- Remove existing ½ height wall between corridor C&-A1 and A726. Frame in and finish new full height wall. Corridor finishes to include wainscot, bumper guard, handrails, etc. to match.
- Install 3'-6" x 7'-0 HM frame, hardware, and wood door assembly in existing opening area to corridor. Lockset to be office function. Door type and finish to match existing in area.

- Remove carpeting and replace with VCT, install new rubber base. Colors to be selected.
- Install Kitchenette cabinet w/ sink in NE corner of room. Install outlets as required for coffee maker and microwave. Install plumbing as required.
- Patch / Repaint all wall surfaces.
- Adjust room HVAC parameters for compliance with VA HVAC Design Criteria.

10) Rms. C714, C716, & C720

- Remove existing carpet and rubber base. Install VCT and new rubber base. Colors to be selected.
- Install wall mounted hand wash sinks adjacent to entry door. Install plumbing as required.
- Patch and repaint all wall surfaces.
- Adjust room HVAC parameters for compliance with VA HVAC Design Criteria.

11) A complete Test and Balance of the HVAC systems on the floors where the systems are modified under this contract is required and part of the scope of this contract.

- G-3** The Architect and/or his designee shall attend the V.A. "Design Team" meetings at the Medical Center as required to coordinate the progress of the design and input from using services, and obtain approval of proposed design, etc.
- G-4** All design work shall be in accordance with current VA Design Criteria and other applicable codes. VA Master Specifications, Standard Details, Design Manuals, Equipment list, USP 797, Washington State energy code requirements, etc. shall be utilized.
- G-5** Project will require site visits to determine existing or as-built conditions prior to the inception of work. As-built architectural floor plans in the form of actual drawings or computer files are available in the Medical Center Engineering Office and will be available for perusal and copying. This information is the best available but the Government does not guarantee its accuracy or completeness.
- G-6** Construction Work within the 2nd floor areas shall be completed between the hours of 5:00 pm Friday and 6:00 am Monday with noisy operations occurring between 5:00 pm and 9:00

pm on Friday and between 8:00 am and 5:00 pm on Saturday and Sunday. No disruption of clinical operations is allowed. All areas must be clean and ready for use between 6:00 am and 5:00 pm Monday-Friday. Project phasing will be determined by the number of rooms that can be completed in the defined work period but the total construction duration shall not exceed the specified number of calendar days.

- G-7** Construction Work on the 7th floor shall be completed between the hours of 5:00 pm and 6:00 am Monday thru Friday, with noisy operations occurring between 5:00 pm and 9:00 pm. No disruption of clinical operations is allowed. All areas must be clean and ready for use between 6:00 am and 5:00 pm Monday-Friday.

S **PART – 2: STANDARDS**

S-1 Design Standards

Design Standards cover all VA topics and must be adhered to by the designers for each section as follows that pertains to the project requirements. Failure to adhere to these standards will result in redesign at no cost to the Government. If any questions arise then the Contracting Officer needs to be contacted for further assistance. Submittals will be reviewed by the VA staff. However; review of the submittal does not relieve the design team from adhering to these standards. Exceptions to these standards may be made and only allowed with specific instructions from the Contracting Officer.

VA Design Manuals (Program Guide PG 18-10)

Design Manuals are available at the *VA Office of Construction & Facilities Management, Technical Information Library* [<http://www.cfm.va.gov/til/dManual.asp>] Use all areas that are appropriate to the project.

VA Design Guides (Program Guide PG-18-12)

Design Guides are available at the *VA Office of Construction & Facilities Management, Technical Information Library* [<http://www.cfm.va.gov/til/dGuide.asp>] Use all series that are appropriate to the project

Design and Construction Procedures (PG 18-3)

Established VA policies defining the minimum level of excellence in the design, construction, and alteration of VA facilities and are available at the *VA Office of Construction & Facilities Management, Technical Information Library* [<http://www.cfm.va.gov/til/cPro.asp>] Use all topics that are appropriate to the project.

NFPA and Fire Protection Design Manual

Comply with Fire Protection Design Manual, NFPA 101 Life Safety Code, and NFPA 90A Standard for Installation AC and Venting Systems, which are available at the web site [<http://www.cfm.va.gov/til/dManual/dmfpfire.pdf>]

Technical Summaries (HVAC)

Technical Summaries cover HVAC criteria for specific applications and are available at the *VA Office of Construction & Facilities Management, Technical Information Library*. [<http://www.cfm.va.gov/til/techSumm.asp>] Use all summaries that are appropriate to the project.

Space Planning Criteria for VA Facilities (PG-18-9)

Available at the website of *VA Office of Construction & Facilities Management*. [<http://www.cfm.va.gov/til/space.asp>] Use all areas that are appropriate to the project.

VA A/E Quality Alerts (for reference or recommendation only)

Read through the A/E Quality Alerts available at the website of the *VA Office of Construction & Facilities Management, Technical Information Library*. [<http://www.cfm.va.gov/til/alert.asp>] This is a series of the most common design errors made by Architects and Engineers on VA projects.

VA Design Review Checklists (for reference or recommendation only)

Checklists cover each stage of the submittal process and are available at *VA Office of Construction & Facilities Management, Technical Information Library*. [<http://www.cfm.va.gov/til/projReq.asp>] Ignore requirements for BIM on this web site. The Spokane VA welcomes the use of Building Information Modeling for its 3-D modeling and coordination benefits; however the Spokane VA does not require it at this time. Coordination may be accomplished through 3-D modeling or another fashion. Regardless of what software is used, AutoCAD drawings must be produced.

Free Technical and Design Support (for reference or recommendation only)

The VA's Consulting Support Services (CSS) provides free technical and design support to VA facilities and projects. Phone numbers and email addresses for staff members can be found at the website of the *VA Office of Construction & Facilities Management*. [<http://www.cfm.va.gov/consulting/>] The CSS is staffed by experienced professionals, registered engineers and architects and provides services including but not limited to the following:

- Conceptual project planning and evaluation
- Project quality and code compliance
- Joint Commission compliance assistance
- Developing, reviewing and revising project schedules

- Scheduling software support/training
- Expertise on architectural and engineering issues:
 - Architectural
 - Boilers/Steam Distribution
 - Electrical
 - Elevators/Automatic Transport
 - Heating, Ventilating and Air Conditioning
 - Landscaping/Environmental/NEPA
 - Plumbing/Sprinklers/Medical Gases
 - Structural/Seismic

Seismic Design Requirements (H-18-8)

The Spokane VAMC is located in a Seismic Zone 2B. Seismic Design Requirements are available at the website of *VA Office of Construction & Facilities Management*.

[<http://www.cfm.va.gov/til/seismic.asp>]

VA Accessibility Standards

Use both of the following:

- ***Architectural Barriers Act and Accessibility Standard (ABAAS)***

Available at the website of the *US Access Board*

[<http://www.access-board.gov/ada-aba/final.cfm>]

- ***VA Barrier Free Design Guild*** (PG 18-13)

Supplement to the Uniform Federal Accessibility Standards (UFAS) available at the website of the *VA Office of Construction & Facilities Management, Technical Information Library*. [<http://www.cfm.va.gov/TIL/accessibility.asp>]

Signage

Interior signage is generally provided and installed by the VA and is not the responsibility of the A/E with the exception of the toilet room signage. However your scope of work might include exterior signage. Refer to The Signage Design Guide which is available at the website of *VA Office of Construction & Facilities Management*.

[<http://www.cfm.va.gov/til/spclRqmts#SIGN.asp>]

Sustainable Design & Energy Reduction

Use both of the following:

- **Sustainable Design & Energy Reduction Manual**

The manual includes sustainability goals, LEED strategies, methods, budget considerations, case studies, and checklists and is available at the website of VA *Office of Construction & Facilities Management*.

[\[http://vawww.cfm.va.gov/til/sustain.asp\]](http://vawww.cfm.va.gov/til/sustain.asp)

- **Energy Guidelines**

Additional requirements that have been adopted by the Spokane VA that support and go beyond the National VA Standards are supplied under the title “Three Sites ENERGY Guidelines REV3 06242011”, which are supplied by the Contracting Officer.

S-2 Construction Schedule Estimating Standards

Spokane VA Standards for Scheduling Estimates:

At the completion of the construction documents a schedule is to be submitted that will estimate the probable time required to complete the construction of the project. A breakdown showing major areas of work that supports the estimated construction time must correspond with the Cost Estimate to facilitate comparison. The schedule should show a sequence in time to support the total amount of calendar days for completion for construction. If the project requires phasing during the construction then the schedule is to incorporate these phasing periods.

S-3 Specifications Standards

VA Specifications

As a template for Specifications, use the **VA Master Construction Specifications** (PG-18-1) which is available at the website of the VA *Office of Construction & Facilities Management, Technical Information Library*.

[\[http://www.cfm.va.gov/til/spec.asp\]](http://www.cfm.va.gov/til/spec.asp)

Local Exceptions to the VA Specifications as adopted by the Spokane VA

Sole Source Products, Material Requirements and Procedures that relate to the Spokane facility and are required for this project are listed in the *Amendments to VA Master Spec for A-E Design projects* and dated 12/30/2011 which is attached to this document.

S-4 Drafting Standards

National CAD Standards

- Adhere to the **NCS** available at the website of the *National Institute of Building Sciences, Building Smart Alliance*. [\[http://www.buildingsmartalliance.org\]](http://www.buildingsmartalliance.org) Standards include, but are not limited to: layer naming, sheet naming, file naming, and organization of drawing sets.

- All drawings must be set up using Paper space / Model space. Everything must be drawn to scale at full scale (i.e. A 36" door must be drawn 36" wide)
- Use the Spokane VAMC's pen table: **ncs_VA.ctb**.
- The colors of all entities should be BY LAYER with few exceptions.
- Do not bind xrefs. Path types for xrefs should be relative.
- When blocks are created, the elements of the block should be drawn with color BYLAYER on layer 0. The block itself should be put on the appropriate layer. Blocks shall be drawn to scale.
- When keyed notes are used, provide leaders pointing to an appropriate place. It is not enough for the keyed note to be near the item. It should point to it.

Text

- Text shall be 1/8" minimum height. Do not use stacked fractions.
- Where practicable, avoid special AutoCAD characters (i.e. Use "DIA" instead of the special character for diameter: %%C.)
- Use font: Calibri or Arial; or submit a similar font to the COTR for approval.

Dimensions

- Dimensions to be English system. The metric system is not required.
- Text shall be 1/8" minimum height. 3/32" minimum height is allowed for details. Do not use stacked fractions.

Software

Use a recent version of AutoCAD, or you may use drafting software other than AutoCAD if that software can produce satisfactory .dwg files. Test the exporting process to ensure that the exported .dwg will be usable by the VA and will comply with these drafting standards.

VA CAD Tools

The following tools are available at the website of the *VA Office of Construction & Facilities Management, Technical Information Library*.

<http://www.cfm.va.gov/til/projReq.asp>

- **NCS.ctb** is a plot style table containing all VA and National CAD Standard compliant Pen Weights and Colors. Use of this .ctb is required. We recommend renaming it "NCS VA.ctb."
- **NCS.lin** is a linetype definition file that contains special linetypes like "fire alarm," "high pressure steam," "fence," etc. Using this linetype file is optional.

VA CAD Details

Use of **VA Standard Details** where possible is optional (Program Guide PG-18-4.) Details may be downloaded at the website of the *VA Office of Construction & Facilities Management Technical Information Library*.
[\[http://www.cfm.va.gov/til/sDetail.asp\]](http://www.cfm.va.gov/til/sDetail.asp)

VA standards on Building Information Modeling (BIM)

The Spokane VAMC is not currently requiring BIM.

S-5 Drawings Standards

Sheet Size

Use either 24" x 36" (preferred) or 30" x 42" (if required for plan size).

Cover Sheet

A copy of the Cover Sheet can be furnished by the COTR as an example. Information on the Cover Sheet may be rearranged and other information may be added, if space allows.

The following information must be shown on the Cover Sheet:

- Department of Veterans Affairs
- Spokane VA Medical Center
- 4815 North Assembly St.
- Project Title
- Building number(s) and floor number(s) if applicable
- VA project number. Spokane VA projects start with 668-....
- Spokane map showing the location of the VA
- VAMC campus map showing project location (furnished by the COTR)
- Index of Drawings
- List of the members of the design team and their disciplines. Phone numbers are not required.
- Title Block (including date and project status. See note on Title Block below)

Symbols and abbreviations are required and can appear on the Cover Sheet but are not required to be on this sheet. Photos and renderings may also be on the Cover Sheet but are not required as part of the documents.

Title Block

- Use the standard Spokane VAMC title block (furnished by the COTR)
- Include the building number(s) in the Project Title.
- For renovations and remodel projects, include in the Project Title a generic description of the location of the project, (i.e. Building 1, 4th Floor-North)

- Do not include VA or VAMC in the Project Title
- Indicate the status of the project (i.e. 65% SUBMITTAL) in appropriate block
- The A/E's seal is not required until the Bid Document and the Conformed Document submittals
- Provide the File Name for each sheet. (i.e. AS-102.dwg)
- Provide the date in this format: MM/DD/20YY (i.e. 02/16/2012)

Sheet Numbering

- Provide sheet numbers: SHEET ___ OF ___ based on the total number of sheets. These sheet numbers are not required until the Bid and Conformed Document sets.
- Use the NCS system for sheet numbering and drawing organization, (i.e. AS-201 for Architectural Elevations, MH-501 for Mechanical HVAC Details, etc.)
- Sheet numbers are to be a single line of text. i.e. AS-201 not AS
201

Temporary Facilities for Contractors

- Show staging area for contractor and location for contractor's construction trailer(s). Show construction fence if any. Show where parking will be allowed during construction. Coordinate locations with the COTR.

Fire rated assemblies and smoke barriers

- Show all fire-rated wall assemblies and smoke barriers on architectural, HVAC, plumbing and electrical plans as well as the code review plan.
- Typically code related information should be shown separately on a sheet(s) at the beginning of the documents. This could be incorporated on the same sheet(s) as the construction schedule phasing when required.

S-6 Project Manual Standards

Cover Page

A copy of the cover page can be furnished by the COTR as an example. Information on the cover page may be rearranged and other information added, if space allows.

The following information must be shown on the Cover Page.

- Project Title. Include the building number(s) and floor number(s) if applicable.
- VA Project Number
- Spokane VA Medical Center
- Department of Veterans Affairs
- Date
- Status of Project (i.e. 65% SUBMITTAL) No status shown for Bid Documents.
- Volume number (if project manual has more than one volume)

Binding Edge

On the binding edge of the final document manual provide Project Name, VA Project Number and Year in large text. Acceptable methods include adhesive-backed labels on a plastic comb binding or reusable 3-ring binders. Orient the text so that text reads in a downward direction when the manual is on a shelf.

Each page of the project manual

- Text font style: Calibri or Arial; or submit as similar font to the COTR for approval.
- Font size: 12. Size increases, bold text and/or underlining may be used for highlighting titles.

Each page of the project manual provides a header and footer with the following:

- VA Project Number preceded by VAMC:
- Name of the spec section
- Number of the spec section
- Date of this submittal
- Page number: Page number can be integrated with the section number (i.e. 08 71 00 - 3) or it can be separate (i.e. page 3).

The arrangement is optional as long as the spec section number appears on the lower right corner of the page. Other items that may appear on each page but are not required are the project name and the A-E project number preceded by the firm ID (i.e. XYZ: 01203).

S-7 Standards for CD's and DVD's

Provide digital information (PDF's, DWG's, DOC's, XLS's, etc.) on CD's or DVD's. Discs can be hand-labeled or printer-labeled. Discs should be labeled with the following:

- Project Title. Include the building number(s) and floor number(s) if applicable.
- VA Project Number
- Content (i.e. Drawings and Project Manual)
- Status of Project (i.e. Bid Documents or Amended Documents or As-Builts)
- Date

File names must be self-explanatory. For AutoCAD drawings and PDF drawings use NCS standards for file names.

DS PART - 3: DESIGN SUBMITTAL PROCESS AND SCHEDULE

DS-1 Site Survey (Predesign/Programming): Deadline; 7 Calendar Days

Provide the following to the COTR:

- 2 copies of Site Survey Report in an 8½ x 11 format (on paper and PDF file e-mailed). Photos and/or drawings are not required unless needed to further show information within the report. The following items, when applicable, are to be included:
 - Project scope
 - Design approach
 - Site features and other context
 - Security strategy
 - Sustainability
 - Energy conservation
 - Mechanical systems
 - Electrical systems
 - Structural systems
 - Security systems
 - Telecommunications systems
 - Fire Protections system
 - Project Phasing, if any
 - Functional adjacencies
 - Traffic patterns

Provide the following to the CO: (this may be e-mailed)

- Site Survey Report (PDF file)
- Copy of the transmittal that was sent to the COTR

VA Review of Site Survey Submittal: 7 calendar days.

DS-2 65% Submittal (Design Development): Deadline: 30 calendar days

Required minimal level of design documentation:

- Title Sheet
- Scaled building plans showing doors, windows, interior partitions, structural grid, critical areas with fixed dimensions, major M/E/P systems. Enlarged plans of major typical areas such as health care exam and patient rooms.
- Reflected ceiling plans to define major design elements and patient care rooms.
- Wall sections to illustrate special features.
- Interior elevation if needed for major public areas. Can be provided in a presentation format.
- Material and color scheme in a presentation format with at least two color schemes.

Provide the following to COTR:

- 3 full size sets of Drawings (on paper)
- One half size set of Drawings (on paper)
- 2 copies of the Short Form Technical Specification (on paper)

- 2 copies of Product Literature (on paper combined with the specs)
- Material and Color Schemes (minimum of 2 color schemes)

Provide the following to the CO: (these may be e-mailed)

- Copy of the transmittal that was sent to the COTR

VA Review of the 70% Submittal: 14 calendar days

DS-5 95% Submittal (Review of Contract Documents): Deadline: 14 calendar days

Required full set of documents that would be considered basically completed for a full technical review including corrections made based on the review comments of the previous submittal. All areas of work must be shown with no missing items that have not been started.

Provide the following to COTR:

- 3 full size sets of Drawings (on paper)
- One half size set of Drawings (on paper)
- 2 copies of the Technical Specification (on paper)

Provide the following to the CO: (these may be e-mailed)

- Copy of the transmittal that was sent to the COTR

VA Review of the 95% Submittal: 14 calendar days

DS-6 99% Submittal (Contract Documents): Deadline: 7 calendar days

NOTE: All documents must be completed. If documents are not completed by this submittal then they will be labeled incomplete and must be submitted again at no additional expense to the VA.

Required documentation:

- Corrections made based on review comments from the previous submittal.
- All documents are to be ready to be submitted for bid. One final review will be made by the VA to confirm that all comments from the previous review have been addressed.
- Drawings are not stamped or signed for this submittal.

Provide the following to COTR:

- One full size set of Drawings (on paper)
- One half size set of Drawings (on paper)
- One copy of the Project Manual (on paper) Note: include frontals supplied by COTR
- One copy of the Construction Schedule Estimate (on paper)

Provide the following to the CO: (these may be e-mailed)

- Copy of the transmittal that was sent to the COTR

VA Review of the 99% Submittal: 7 calendar days

DS-7 100% Submittal (Final Construction Documents): Deadline: 7 calendar days

Required documentation:

- All documents will be submitted for construction purposes.
- Drawings in PDF format are to be stamped and signed. AutoCAD drawings would not be stamped.

Provide the following to the COTR: (electronic files to be submitted on CD's or DVD's)

- One full size set of Drawings (on paper)
- One half size set of Drawings (on paper)
- Full set of Drawings (AutoCAD files and full size PDF files)
- One copy of the Project Manual (on paper)
- Project Manual (WORD file and PDF file)
- Also provide any additional documents or partial documents that will be required to secure required permits.

Provide the following to the CO: (these are to be submitted on CD's or DVD's)

- Copy of the transmittal that was sent to the COTR
- Full set of Drawings (full size PDF files)
- Project Manual (PDF file)

- One copy of the Construction Schedule Estimate (Excel file)

No VA Review of the 100% Submittal should be required

DS-8 Conformed Documents (Final Contract Documents):

Required documentation:

- Issue Drawings and Project Manual with new date.
- Conformed Documents should be prepared after the addenda are issued and the Notice of Approval for Construction.
- The Conformed Drawings shall incorporate all addenda changes (clouded.) Drawings in PDF format are to be stamped and signed. AutoCAD drawings would not be stamped.
- The Conformed Project Manual does not need to incorporate the addenda in each spec section, but the addenda are to be bound into each copy of the Project Manual, at the back of the manual on colored paper.

Provide the following to the COTR: (electronic files to be submitted on CD's or DVD's)

- 2 full size sets of Drawings (on paper)
- 2 half size sets of Drawings (on paper)
- Full set of drawings (AutoCAD files and full size PDF files)
- 2 copies of the Project Manual including all Addenda (on paper)
- Project Manual and Addenda (PDF file)

Provide the following to the CO: (this may be e-mailed)

- Copy of the transmittal that was sent to the COTR

DS-9 As-Built Drawings: Deadline: 60 calendar days after construction completion.

Transfer all necessary marked comments to the AutoCAD files from the construction drawing set of documents that show changes and corrections that occurred during construction of this project. The revision portion of the title block shall be dated and noted "AS-BUILT".

Provide the following to the COTR: (electronic files to be submitted on CD's or DVD's)

- Full set of drawings (AutoCAD files and full size PDF files). This would also include drawings sheets that did not require any modifications.

Provide the following to the CO: (this may be e-mailed)

- Copy of the transmittal that was sent to the COTR

DS-10 Design Review Meetings and Comments

A Design Review Meeting will occur approximately one week after each submittal except the final construction document submittal. Design Review Meetings will be held at the

VAMC and will be attended by the Design/Build (D/B) team, the Contracting Officer (CO,) the Contracting Officer's Technical Representative (COTR) plus any consultants, subcontractors and VA staff as needed. The VA and the D/B will determine which VA staff members, consultants and subcontractors who should attend the meeting as needed to review and coordinate various systems such as mechanical, electrical, security, furnishings, etc.

The VA's Infection Control Officer will assist with programming and attend all design meetings beginning with 70% Submittal.

The D/B will provide Meeting Notes to all attendees within one week of the meeting. The Meeting Notes will serve as the VA's Comments. The VA must approve the Meeting Notes as issued by the D/B; or, the VA will correct the Meeting Notes and re-issue them.

The VA may opt to provide Comments in writing in addition to (or in lieu of) the Design Review Meeting.

SP PART - 4: SPECIAL PROVISIONS

SP-1 LIMITING CONSTRUCTION COST

See General Provisions Clause 52.236-22, Design Within Funding Limitations (APR 1984). The estimated construction contract price set forth in that clause is based on estimates performed by engineering service, A/E estimate from preliminary design development, and available construction funding.

SP-2 FEE FOR A/E SERVICES

(A) Fee: In consideration of the performance of the services under this contract, the A/E shall be paid for the various parts of the work in the amounts as follows:

Special Services \$ _____

Contract Drawings and Specifications \$ _____

Construction Period Services \$ _____

Site Visits* @ \$ _____ per visit, for a Maximum of \$ _____

*NOTE: Meetings with design teams or other VA staff are not considered site visits.

Total amount for all work under this Contract: \$ _____

(B) Full Compensation: Payments shall be made as described herein. Said payments shall constitute full compensation for all expenditures that may be made by the A/E and expenses incurred in the execution of these services, except as otherwise provided herein.

(C) Contract Drawings and Specifications: This part of the contract shall include all services required for preparation of Contract Drawings and Specifications through the award of the construction contract.

(D) Construction Period Services: This part of the contract shall include all construction period services described in Clauses SP-27 through SP-34.

(E) Site Visits: This part of the contract shall include all visits to the project site by the A/E during the construction period as described in Clauses SP-32 through SP-34.

SP-3 SCHEDULE OF PAYMENTS FOR A/E SERVICES

(A) Contract Drawings and Specifications: The Government will reimburse the A/E for the preparation of Contract Drawings and Specifications in the amounts stated herein through monthly payments except as otherwise prescribed. The amount claimed by the A/E on his/ her monthly invoice shall be based on the percentage of completion of the work certified on his/her "Monthly Design Progress Report", Clause SP-24 applied to the total fee for Contract Drawings and Specifications shown in Clause SP-2. The A/E shall prepare and submit his/her invoices in accordance with CP-3. Monthly payments shall be for 90% of the amount claimed, less all previous payments. The total amount claimed prior to the completion of the First and Second Review Stages of the Contract Drawings and Specifications shall not exceed 75% of the contract price at the completion of the First Review and 90% at the completion of the Second review. Should the A/E fail to meet the contractual design schedule or submit incomplete or unsatisfactory review material, the Contracting Officer may omit or reduce the payments until the A/E has remedied his/her delinquency. Upon completion by the A/E of the Contract Drawings and Specifications, acceptance thereof by the Contracting Officer and award of the construction contract, the A/E will be paid 95% of the total payment for Contract Drawings and Specifications shown in Clause SP-2(A). The remainder will be withheld and become part of the final payment unless sooner released or reduced by the Contracting Officer. If the government should decide not to require A/E services during the construction of the project the payments for Construction Period Services and for Site Visits stated in Clause SP-2 will not be made.

(a) Excessive Construction Bids: Should the Government elect not to award the construction contract because the low bid exceeds the adjusted limiting cost the last payment for Contract Drawings and Specifications will be withheld until the A/E has complied with the contractual requirements stated in FAR 52.236-22 to design within the construction limitation or is relieved of this requirement by the award of a construction contract, notwithstanding the relation of the award price to the authorized construction cost.

(b) Construction Contract Not Awarded: If the Government decides not to award the construction contract, the total unpaid balance including the amount retained from the monthly payments will be paid upon delivery to the Government of the original contract documents.

(c) Construction Period Services: Payments for Construction Period Services may be made quarterly. Amounts due shall be determined by the A/E's submittal of an estimate of the amount and value of work and services performed by the A/E. Payments shall be the full amount due less all previous payments and will be based upon the Contracting Officer's review of the A/E's

invoice and approval thereof. Upon satisfactory completion by the A/E of the Construction Period Services the A/E will be paid the total payment for Construction Period Services shown in Clause SP-2 less all previous payments.

(d) Site Visits: The Contracting Officer has the option of requiring or not requiring site visits. The A/E will be paid only for the site visits he/she makes as approved by the Contracting Officer. Payments for the A/E's visits to the project site during the construction period may be made quarterly. The A/E shall keep an accurate record of all visits to the Site as described in Clause SP-34. Each month he/she shall submit said records to the Contracting Officer for substantiation and payment. Payment will be the full amount due for the billing period.

(e) Final Payment: Upon completion of the final inspection and acceptance of the project by the Government, delivery to the Government of the final record (as built) drawings and specifications, design details, calculations, shop drawings, and executed Release of Claims (Attachment II), the A/E will be paid the unpaid balance due for all phases of work under this contract.

(f) Withholding of Payment: The withholding of any amount and subsequent payment thereof to the A/E shall not constitute a waiver of any rights accruing to the Government under this contract.

(g) Release of Claims (Attachment II): Prior to the final payment under this contract or prior to settlement upon termination of the contract, and as a condition precedent thereto, the A/E shall execute and deliver to the Contracting Officer a release of all claims against the Government arising under or by virtue of this contract, other than such claims, if any, as may be specifically excepted by the A/E from the operation of the release in stated amounts to be set forth therein.

(h) Site Visits After Final Payment: For a period of one (1) year after final payment, the A/E, if directed in writing by the Contracting Officer, shall make additional visits to the construction site. The A/E will be compensated for these additional visits in the amount per site visit shown in Clause SP-1. Additional visits made by the A/E without a request from the Contracting Officer or required because of deficiencies in the A/E's performance shall be at the A/E's expense.

SP-4 DEFINITIONS AND RESPONSIBILITIES

(A) Contractor: This term, as used herein, refers to the construction contractor.

(B) A/E: This term, as used herein, refers to the Architect-Engineer firm(s) that has contracted with the Government to perform the architect- engineer services described herein for compensation in the amounts set forth in Clause SP-2(A).

(C) Station Director: The chief executive officer of the Department of Veterans Affairs station or facility at which the project is to be constructed.

SP-5 OWNERSHIP OF ORIGINAL DOCUMENTS

All designs, drawings, specifications, notes, and other work developed in the performance of this contract shall be and remain the sole properties of the Government and may be used on any other

work without additional compensation to the Architect-Engineer. With respect thereto, the Architect-Engineer agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The Architect-Engineer for a period of three (3) years after completion of the project agrees to furnish and provide access to all retained materials on the request of the Contracting Officer. Unless otherwise provided in this contract, the Architect-Engineer shall have the right to retain copies of all such materials beyond such period.

SP-6 ADJUSTMENT IN CONTRACT AMOUNT DUE TO CHANGES

Adjustments of contract fee shall be determined by negotiation. The A/E shall submit a detailed breakdown of his/her proposal for the changed work in the format established by A/E's Estimate of Adjustment in Contract Amount, Explanatory Notes (Attachment 1).

SP-7 DEFERRAL OF WORK

In the event the Contracting Officer defers advertising for a securing construction bids and A/E services during the construction period by written notice to the A/E, the A/E shall stop work upon completing the Contract Drawings and Specifications. The Government shall retain the option of requiring completion of all A/E services under this contract for one (1) year from the date of completion of the Contract Drawings and Specifications. If at the end of the one (1) year period the Government has not decided to proceed with A/E services beyond this stage the work required under this contract will be terminated unless the Government and the A/E mutually agree upon a time extension. Upon completion of the Contract Drawings and Specifications and written notice to the A/E of the deferral of the work from the Contracting Officer, the A/E shall deliver to the Government all original drawings, specifications, design details, and calculations relating to the work and this material shall become the property of the Government and may be used on any Government project without additional cost to the Government, but with no warranty by the A/E of their adequacy for use other than that originally intended.

SP-8 POST-CONSTRUCTION SERVICES

For a period of one (1) year after final payment, the A/E shall be obligated to furnish, with additional compensation, such advisory, or consulting services which are normal to such professional contract and necessary to assure the proper functioning of elements of the A/E design. Also, he/she shall render any additional services relating to the project as directed in writing by the Contracting Officer. The A/E's compensation for the services will be determined by negotiation. He/she shall submit a detailed breakdown of his/her proposal for the additional services on the format established by A/E's Estimate of Adjustment in Contract Amount, Explanatory Notes (Attachment 1).

SP-9 TRAVEL EXPENSES

(A) Basis for Reimbursement: If the A/E is required to perform travel (other than such travel made at the A/E's own decision or caused by actions for which the A/E is responsible) in excess of travel required under this contract, as approved by the Contracting Officer, he/she will be reimbursed for transportation and other travel costs. Costs other than transportation (such as lodging, subsistence, and related items) will be reimbursable on a per diem basis in lieu of the actual costs incurred.

(B) The amount of per diem allowable shall be determined by the Contracting Officer on the basis of comparable costs which would be allowed to an employee of the Federal Government performing similar travel in accordance with the Joint Travel Regulations in effect at the time of travel.

(C) Travel by Privately Owned Vehicle: Travel by automobile or other privately owned vehicle, when authorized by the Contracting Officer, will be reimbursable at the rates provided for in the Joint Travel Regulations in effect at the time of travel.

(D) Air Travel: Reimbursement for air travel will be allowable for first class accommodations only when less than first class accommodations are not reasonably available to meet the necessary contract requirements such as when less than first class would:

- (a) require circuitous routing;
- (b) require travel during unreasonable hours;
- (c) greatly increase the duration of the flight;
- (d) result in additional costs which would offset the transportation savings, or;
- (e) offer accommodations which are not reasonably adequate for the physical or medical needs of the traveler.

Full and complete justification is mandatory if reimbursement is requested on the basis of first class air travel.

(E) The A/E shall be reimbursed for the travel upon presentation of an invoice supported by receipts and other evidence of costs as appropriate.

SP-10 RETENTION OF REVIEW DOCUMENTS

The A/E shall keep one (1) copy of all review documents containing VA remarks until final completion of the construction contract and after the construction contractor signs a release of claims unless, before that time, the VA directs the A/E to forward certain documents to the Government shall be on a cost reimbursable basis. The VA will notify the A/E in writing after the construction contractor has signed a release of claims, after which time the A/E may dispose of such documents that remain in its possession.

SP-11 852.236-86 WORKMEN'S COMPENSATION (APR 1984)

The Act of June 25, 1936, 49 Stat. 1938 (40 U.S.C. 290) authorizes the constituted authority of the several states to apply their workmen's compensation laws to all lands and premises owned or held by the United States.

SP-12 GOVERNMENT-FURNISHED PLANNING INFORMATION

(A) Master Plan Requirements: The requirements of the master plan for the project as depicted by the preliminary drawings shall be followed in the development and preparation of the Contract Drawings and Specifications. Deviations may be made in functional relationship and general size or configuration of the building and rooms as established by the preliminary plans only upon written approval of the Contracting Officer. The architectural preliminary drawings are dimensioned to establish the building size and gross area, including the exterior walls, of square feet.

(B) Standards: The A/E shall use the Department of Veterans Affairs Construction Standards and Master Specifications in preparing the Contract Drawings and Specifications for the project. However, should the A/E determine that a deviation from such standards and specifications is necessary or beneficial to the Government, he/she shall submit a request, in writing, to the Contracting Officer for permission to make the deviation. The request shall include an explanation of the specific reasons for the desired change and benefits expected.

(C) Verify Accuracy of Planning Information: The A/E shall visit the project site to verify the information shown on the Government-furnished preliminary drawings, record (as-built), and other planning documents which are part of this contract. This information is the best available, but the Government does not guarantee its accuracy or completeness. The A/E's investigation of field conditions shall be performed in a competent professional manner in accordance with DVA Construction Standard CD-43. General meetings with the government are not considered site visits.

(D) Discrepancies in Planning Information: The A/E shall promptly report to the Contracting Officer, in writing, any discrepancy between this contract and the planning information provided by the Government. The A/E shall make no adjustments to his/her work due to the discrepancy before the Contracting Officer has reviewed the matter and forwarded this determination to the A/E. The A/E's failure to report any such discrepancy or to wait for the Contracting Officer's determination shall be at his/her risk and expense.

SP-13 DESIGN REVIEW AND COMPLETION SCHEDULE

Total days from Contract Date to Submission of Bid Final Documents, as described in the Work Statement will be **xxx** calendar days. **Verify that the total includes submittal and review times.**

SP-14 SUBMISSION OF CONTRACT DRAWINGS AND RELATED MATERIAL

(A) For each Design Review, the A/E shall submit to the Contracting Officer the material described in the Work Statement. All prints shall be titled, arranged in numerical order and bound in sets.

(B) The A/E shall submit a certificate at the Second Review stating any interest, direct or indirect, which the firm or any officers of the firm may have in any business or industry that manufactures or furnishes equipment or materials that are specified for this project.

(C) All design calculations shall be indexed and bound for each submittal. Within two (2) weeks after the date the Contract Drawings and Specifications are issued to bidders, the A/E shall submit one (1) set of structural design calculations, two (2) sets of heating calculations, plumbing calculations, air conditioning calculations and electrical calculations to the Contracting Officer. These calculations shall include all changes made as a result of the Second Review and shall be bound separately.

SP-15 REPRODUCTION OF CONTRACT DRAWINGS AND SPECIFICATIONS

The cost of reproduction of Contract Drawings and Specifications and other items required to be submitted for the design reviews as described in the Statement of Work is to be covered by this contract.

SP-16 RENDERINGS: not required**SP-17 ATTENDANCE AT CONFERENCES**

(A) Pre-Bid and Pre-Construction: The A/E shall participate in the following conferences at the project site at times designated by the Contracting Officer. The A/E's representatives shall be registered architect/engineers who are thoroughly familiar with the project and the contract documents.

(a) Pre-Bid Conference: 1 representative for 2 hours.

(b) Pre-Construction Conference: 1 representative for 4 hours.

(B) Additional Conferences: If attendance at additional conferences is required by the Contracting Officer, the A/E will be reimbursed as prescribed in Clause D-9.

SP-18 COMPLIANCE WITH CODES AND STANDARDS

(A) The work under this contract, including all buildings, structures, etc., shall be designed to conform to the codes specified in the various Department of Veterans Affairs Master Specifications, and the Department of Veterans Affairs Construction Standards, FPS series and CD-30. The A/E shall inform the Contracting Officer, in writing, of such requirements in local codes which, by virtue of the site's geographical location, the A/E's experience or other compelling reason, he/she recommends be followed.

(B) Should the work involve an existing structure, the A/E shall analyze the impact of the work under this contract on the conformity of the structure with the codes referred to above, advise the Contracting Officer of any deficiencies he/she has found and recommend remedial measures. However, no work beyond that in the scope of this contract shall be undertaken prior to receipt of written approval from the Contracting Officer.

SP-19 PROJECT PHASING (CPM)

The A/E shall assist the Contracting Officer in coordinating the development of a CPM (Critical Path Method) network for the construction of the project. The CPM network shall provide a phasing schedule which will promote a proper and efficient organization and sequence of construction with minimal disruption of internal hospital operations. The A/E shall, when directed by the Contracting Officer, participate in phasing conferences with the Station Director at the project site to serve as an advisor to the Contracting Officer.

SP-20 STRUCTURAL ECONOMIC ANALYSES: (Not Applicable)**SP-21 DOCUMENT LIBRARY:** Refer to Statement of Work referenced under Part II.**SP-22 SITE SURVEYS, SUBSURFACE, AND OTHER INVESTIGATIONS**

The A/E shall arrange for and oversee the performance of topographic surveys, test borings, test pits, soil tests, subsurface exploration and other such investigations as he/she determines are required for the proper design of the project. Before such surveys and investigations are undertaken, the A/E shall secure the written approval of the Contracting Officer. After receiving the Contracting Officer's approval, the A/E shall follow either CP-1 or CP-5. Expenditures for this work shall not exceed the authorized amount without prior written approval of the Contracting Officer. As

soon as available, the A/E shall submit to the Contracting Officer, the original drawings of topographic surveys and/or results of subsurface or other investigations. The government shall reimburse the A/E for cost of such surveys and/or investigation (1) upon presentation by the A/E of an invoice, therefore, accompanied by executed receipts, and, (2) after receipt and acceptance by the Contracting Officer of the pertinent data, drawings, and recommendations.

SP-23 COORDINATION WITH STATION

Before starting any work on the Department of Veterans Affairs station, the A/E shall consult with the Contracting Officer and secure his/her permission to start the work. The A/E shall perform the work within the parameters established by the Contracting Officer. He/she shall not interfere with the normal functioning of the station.

SP-24 MONTHLY DESIGN PROGRESS REPORT

By the fifteenth day of the reporting month, the A/E shall submit to the Contracting Officer an electronic progress report. See CP-2.

SP-25 LIABILITY

The A/E shall be responsible for all damages to property or injuries to persons that occur as a result of his/her fault or negligence.

SP-26 ADVERTISING FOR AND SECURING CONSTRUCTION BIDS

Construction Bids: The Government will advertise and receive the construction bids. The award of the construction contract for the project will be by the Government.

SP-27 CONSTRUCTION PERIOD RESPONSIBILITIES

The A/E, during the Construction Period, will act in an advisory capacity to the Contracting Officer. He shall do nothing that may be construed as a contractual act of the Government and shall have no such contracts with the Contractor's representatives without the approval of the Contracting Officer. The A/E shall not disclose to the Contractor any information contained in his/her records of communications with the Government unless authorized, in writing, by the Contracting Officer. The A/E has no authority to make any decisions or approve any part of the work. When requested by the Contracting Officer, the A/E shall interpret the contract documents and recommend any actions he/she deem suitable for the satisfactory prosecution of the construction work. The A/E shall prepare any supplemental drawings or other documents that may be required to clarify or supplement the contract documents. The Construction period will commence with the award of the construction contract(s) and will terminate with the acceptance of the facility by the DVA.

SP-28 SHOP DRAWINGS, SUBMITTALS, ETC.

(A) The A/E shall check the contractor's shop drawings and detail drawings, schedules, descriptive literature, and samples and review the color, texture, and suitability of materials for conformity with the contract documents and recommend approval, disapproval, or other suitable disposition. He/she shall evaluate the submittals with reference to any companion submittals that constitute a system. When necessary, the A/E will, through the Resident Engineer, request the Contractor to submit related components of a system before acting on a single component. Should this procedure be inappropriate the A/E shall review all prior submittals for related components of the system before acting on a single component. The A/E shall notify the Resident Engineer, in writing, of any and all

deviations from the requirements of the contract documents that he/she has found in the Contractor's submittals.

(B) Refer to further description on Shop Drawing procedures in CP-7.

SP-29 CONTRACTOR'S REQUESTS FOR INFORMATION AND COST PROPOSALS

The A/E shall review the Contractor's requests for information and cost proposals for construction change orders when requested by the Resident Engineer. The A/E's reply regarding his/her review of cost proposals and his/her recommendations shall include an independent breakdown of costs in detail, quantities, and unit prices and shall cover both additions and deductions of labor, materials, and equipment.

SP-30 RECORD DRAWINGS AND SPECIFICATIONS: Comply with the Statement of Work C-8

SP-31 EXPEDITIOUS REPLIES

The A/E shall submit recommendations on shop drawings and other submittals and reply to any and all requests within fifteen (15) days after their receipt of the request. If the scope of the required action is so extensive as to require more time, the A/E shall so notify the Resident Engineer including information about the time needed to process the action. However, the A/E shall expedite delivery in every practicable way.

SP-32 SITE VISITS

During the Construction Period, the A/E shall make visits to the project site. The total number of visits required is listed in Clause SP-2(A) and includes visits to be made during site investigations, during intermediate air- conditioning inspections, conferences, and for partial final and final inspections and for special purposes as requested by the Contracting Officer. A site visit is defined as a visit to the site by one (1) man for any part of a day and does not include meetings for the purpose of presenting design material, meetings with design teams, or other meetings with VA staff. Site visits shall be made as and when requested by the Contracting Officer or his/her authorized representative. Only registered architects and engineers familiar with the project may make these site visits. The Contracting Officer has the prerogative to determine the professional discipline(s) required for each visit. The A/E shall observe the construction, advise the Resident Engineer of any deviations or deficiencies and recommend appropriate corrective measures. The A/E shall keep a record of all visits as directed by Clause SP-34.

SP-33 INSPECTIONS OF CONSTRUCTION WORK

(A) Intermediate Air-Conditioning Inspections: The A/E shall provide registered engineers who are familiar with the Air-conditioning design of the project to act as observers and advisers with a Department of Veterans Affairs team conducting intermediate inspections of the air- conditioning system. The number of such inspections and scheduled time thereof will be determined by the Contracting Officer.

(B) Partial Final and Final Inspections: The A/E shall provide registered architects and registered engineers in number and of the disciplines at the time requested by the Contracting Officer to act as

observers and advisers with a Department of Veterans Affairs team conducting partial final and/or final inspection(s) of the project.

SP-34 RECORD OF SITE VISITS

The A/E shall maintain a continuing record of site visits, recording thereon the date of each visit, the hours thereof, the purpose of the visit, and the personnel involved and have each visit certified by the Resident Engineer. Site visits made by the A/E without a request from the Contracting Officer or the Resident Engineer or required because of deficiencies in the A/E's performance shall be at the A/E's expense and shall not appear on the record as officially approved visits or be subject to reimbursement of cost. Should the number of site visits listed in Clause SP-2(A) be exceeded, the contract will be modified to include payment for the additional visits at the amount per site visit shown in Clause SP-2(A). Any additional site visits for which the A/E expects to be reimbursed shall be approved, in writing, by the Contracting Officer in advance of the visits and, also, be certified by the Resident Engineer.

CP PART - 5: CONTRACT PROCEDURES**CP-1 PROCEDURE FOR ARCHITECT/ENGINEER TO FOLLOW IN ENGAGING PROFESSIONAL SERVICES AS A REIMBURSABLE ITEM UNDER THEIR CONTRACT**

(1) The A/E shall select at least three (3) professional qualified firms to perform the needed services. He shall have each firm submit a complete Standard Form 254, Architect-Engineer and Related Services Questionnaire. After an appraisal of each firm's capabilities, availability to do the work within the scheduled time, etc., the A/E shall list the firms in order of desirability. The A/E shall interview the firm considered most suitable, discuss the type and extent of work required and obtain the amount of the firm's lowest acceptance fee together with any applicable unit fees.

(2) The A/E shall submit the following information to the Contracting officer for his/her information and review.

(a) List of the three (3) qualified firms arranged in order of desirability together with Standard Form 254 and any other appropriate information.

(b) Copy of specifications and drawings describing nature of services to be performed.

(c) Name of the recommended firm and the amounts of the lowest acceptable fee and unit fee(s) quoted by the firm.

(d) A/E's cost estimate of value of service to be performed.

(2) The Contracting Officer will review the A/E's submission and, if acceptable, he/she will authorize the A/E to contract for the services.

(a) Negotiate with the recommended firm to attempt to obtain a lower fee and failing to do this terminate negotiations, or

(b) Terminate negotiations with the recommended firm and start negotiation with the next best qualified firm until a mutually acceptable fee is arrived at and the Contracting Officer authorizes the A/E to contract for the services.

CP-2 PROCEDURE FOR SUBMITTAL BY ARCHITECT-ENGINEER OF MONTHLY DESIGN PROGRESS REPORT

Preparation: The A/E shall prepare and submit a telegraphic report to the Contracting Officer in the format shown on the attached sample. The percentage completions reported shall be estimated as carefully as possible to the nearest round figure as of the last working day of the reporting month. The report shall be sent to ensure delivery not later than the fifteenth day of the reporting month.

Reporting Entries:

(a) Architectural Contract Drawings and Specifications: Submit the percent completion for all architectural working drawings and specifications including structural and site planning.

(b) Mechanical Contract Drawings and Specifications: Submit the percent completion for all architectural working drawings and specifications including structural and site planning.

SAMPLE:

Chief, Acquisition Nutrition & Materiel Management Service (90)
Department of Veterans Affairs Medical Center
4815 N. Assembly Street
Spokane, WA 99205

I hereby certify that the following is percent completion of
contract drawings and specifications on _____ being
prepared for Project No. _____, Contract No. _____, located
at _____.

Architectural contract drawings	_____ %
Engineering contract drawings	_____ %
Architectural specifications	_____ %
Engineering specifications	_____ %
Overall Design Completion	_____ %

Architect-Engineer (Signature)

CP-3 PROCEDURE FOR SUBMITTAL BY ARCHITECT-ENGINEERS OF INVOICES FOR PAYMENT

(1) Invoice: The A/E shall prepare each invoice for payment for services rendered under the contract on his/her letterhead in the format shown on the attached sample and submit an original and two (2) copies of the invoice to the Contracting Officer. Invoices shall indicate the section of the contract under which payment is claimed, the pertinent service performed, the percentage of the service completed applied to the total contract amount for the service and the amount due. The invoice for payment for "Site Visits" shall be submitted as a package with the record of site visits made during pertinent period certified by the Resident Engineer.

(2) Reimbursable Items: Receipted statements in an original and two (2) copies will be submitted by the A/E with each invoice for a reimbursable item that pertains to a service, material, or product delivered to the A/E for the benefit of the Department of Veterans Affairs within the terms of this contract. Where such items are reimbursable within the terms of the A/E's contract, receipted statements are required as substantiation of the A/E's request (invoice) for payment of the reimbursable item. Refer to the contract for items to be submitted with, or prior to, submission of invoice.

SAMPLE:

STATEMENT

Date _____

Invoice No. _____

To Mr./Ms. _____, Contracting Officer

Acquisition & Materiel Management Service (90C)

Department of Veterans Affairs Medical Center

4815 N. Assembly Street

Spokane, WA 99205

FOR PROFESSIONAL SERVICES RENDERED TO DATE:

Re: A/E Contract No. _____ Project No. _____

Location: _____

Section SP-3: Installment for (month), 20__

Contract Drawings and Specifications _____ % of \$ _____
less previous payments

Payment of the above amount now due is hereby requested.

Payee: (Name of A/E)

Per: _____ Title: _____
(Signature)**CP-4 PROCEDURE FOR COMPUTATION OF BUILDING GROSS AREA**

The A/E shall submit to the Contracting Officer a report of the gross area of his/her design at each of his submissions.

The A/E shall prepare the gross area computation as follows: Submit a small scale-plan of each individual floor. Subdivide each floor into rectangles with each rectangle designated by a capital letter. List all the letters on one (1) floor alphabetically. Clearly indicate length and width of each lettered area and the total square footage of each lettered area in tabular form. Show the sum of these areas as the "Designed Gross Area".

Area Computation: (See attached diagram)

List of Computations

First Floor Area	L	W	S.F
A	X	Y	= s.f.
B	"	"	= s.f.
C	"	"	= s.f.
etc.	"	"	= s.f.

Designed Gross Area for the first floor: s.f.

(Similar computation for every floor)

Recapitulation

Basement s.f.

1st floor s.f.

2nd floor s.f.

Penthouse s.f.

Total Designed

Target Gross

Gross area_____ s.f.

Square Footage_____ s.f.

Special Areas to be considered:

- (a) Exterior Stacks and Chimneys: Count free standing masonry stacks only once. Exterior masonry stacks attached to the building are counted on each floor. Exterior stacks that are not enclosed in masonry are not counted.
- (b) Areas which are not counted in gross area:
- Pipe basement or crawl space
 - Areaways, either grilled over or open
 - Cat-walks
 - Outside ramps or steps (without cover)
 - Cooling towers
 - Exposed mechanical equipment enclosed with a screen wall but not roofed
 - Fuel tanks or pneumatic tanks placed underground
 - Oxygen storage tanks placed on a slab at ground level, enclosed by a fence or screen
 - Mezzanine or balcony in two-story rooms when mezzanine or balcony is a grille floor without equipment
 - Porches
 - Outside balconies
 - Areaways
 - Loading platforms
 - Covered driveways
 - Other roofed areas or passage without enclosing walls

CP-5 PROCEDURES FOR ARCHITECT/ENGINEERS TO FOLLOW TO OBTAIN APPROVAL TO REIMBURSABLE ITEMS NOT OF A PROFESSIONAL NATURE AND PRINTS OR REPRODUCIBLE PRINTS

(1) To obtain approval of reimbursable items referred to in Clause SP-22 and only when professional services are not part of these items the A/E shall:

(a) Prepare specifications and drawings describing the items to be furnished.

(b) Obtain not less than three (3) bids stating the items, quantities, all other particular demands, unit prices, and total prices for the particular items.

(c) Submit recommendation and request for authorization to the Contracting Officer for his review and approval. This submission will include:

- (1) A copy of the specifications and, if required, plans describing the items to be furnished.
 - (2) A copy of each bid.
 - (3) A recommendation indicating the items to be furnished by the bidder, unit prices, total quantities, total lump sum price and the name of the firm recommended for the award of the contract.
- (2) To obtain prints, or reproducible prints, referred to in Clause SP-14, the A/E shall:
- (a) Prepare specifications describing the prints or reproducible prints, to be furnished. (Weight and quality of paper, size of sheets, number of sheets per set, number of sets, method of binding, etc.)
 - (b) Obtain at least three (3) bids for prints or reproducible prints from at least three (3) different printing companies stating the kinds of prints or reproducible prints, weight and quality of paper, price per square foot, number of square feet per sheet, the price per sheet, price per set, and total price.
 - (c) Submit recommendation and request for authorization to the Contracting Officer for his review and approval. This submission will include:
 - (1) A copy of the specifications.
 - (2) A copy of each bid.
 - (3) A recommendation as to the type of prints or reproducible prints, the weight and quality of paper, the price per square foot, number of square feet per sheet, the price per sheet, price per set, total price, and the name of the firm recommended for the award of the contract.
- (3) No obligations shall be incurred for work covered by this procedure until written approval of the Contracting Officer is received. Expenditures for this work shall not exceed the approved amount without prior written approval of the Contracting Officer.

CP-6 PROCEDURE FOR ISSUANCE OF AMENDMENTS TO BIDDING DOCUMENTS

- (1) General: Before amendments needed to clarify or supplement documents on which bids have been invited are issued, they shall be authorized by the Contracting Officer. Amendments which correct obvious errors or discrepancies shall be issued as far in advance of the bid opening dates as circumstances permit. No amendments shall be issued so late as to be received by bidders less than five (5) working days before the opening of bids. Amendments which must be sent out within the final ten (10) days prior to the opening of bids shall be transmitted electronically (emailed).
- (2) Amendments Requiring Special Approval: Amendments which will have one or more of the following results must be approved by the Contracting Officer, in writing, before being issued:
 - (a) The likelihood of a significant increase in the dollar amounts of project bids.

(b) Deviations from Department of Veterans Affairs standards.

(c) Recognized variances from accepted practices.

(d) Change in the bid opening location or date.

(3) The A/E shall prepare and submit to the Contracting Officer for approval, a justification for amendments of this type in sufficient detail to fully explain the need for the changes and to justify any additional costs, departure for criteria or common practice or change in the bid opening location or date. Unless time is a critical consideration, the final draft of the amendment shall accompany the justification.

General Instructions:

(a) The Contracting Officer may authorize the A/E to issue without prior approval amendments correcting minor errors or omissions. Informal discussions will be used whenever appropriate to expedite the issue of such amendments. Copies of such amendments shall be sent to the Contracting Officer immediately after issue by the A/E.

(b) The A/E shall advise the Contracting Officer in writing of the reason for not including in his/her amendments any items proposed by the Department of Veterans Affairs.

(c) In case where time requires an electronic amendment within the last ten (10) days prior to the opening of bids, a description of the amendment and a complete justification shall be emailed or telephoned to the Contracting Officer by the A/E for approval before issue to the bidders. Approval or disapproval of the amendment will be emailed or telephoned promptly to the A/E by the Contracting Officer. The A/E shall keep clear and concise records of all oral discussions and approvals. Such records shall be retained in the A/E's files until the completion of construction at which time they shall be sent to the Contracting Officer with the other contract documents.

CP-7 PROCEDURE FOR PROCESSING SHOP DRAWINGS, MANUFACTURES' LITERATURE AND PRODUCT SAMPLES

(1) Shop drawings, product samples and manufacturer's literature shall be processed as follows:

(a) The Architect-Engineer shall maintain an updated Submittal Log that shows all numbering, titling, tracking and action on every submittal. The Log must be submitted to the Contractor and the Resident Engineer on monthly bases and available upon request at other times.

(b) The A-E shall receive from the Contractor an electronic attached document to an email of the shop drawing and, if appropriate, the manufactures' literature of each required section in the specifications. A copy of the same information will be emailed to the Resident Engineer.

(c) The A/E shall check Contractor's shop drawings and manufacturers' literature, stamp them, fill in the required items in the Review Action Stamp, indicate recommended action by use of memorandums and email to the Resident Engineer within fifteen (15) days. The actual Review Action Stamp may be affixed to the cover sheet of the Contractor's shop drawing or the memorandum. Items forwarded to the Resident Engineer shall include the shop drawing and if appropriate the manufacturer's literature and the memorandum.

(1) The memorandum may be used as a cover page even when there are no comments.

(2) The memorandum must be used if there are any review comments that will relate to any action other than "Furnish As Submitted".

(d) Samples and other submittal material too difficult to send as an attached to an email may be delivered directly to the office of the A-E with a copy of the transmittal having been sent to the Resident Engineer. A minimum of two (2) and a maximum of four (4) samples or copies are to be received by the A-E. After review and action taken one (1) item is to be retained by the A-E, one (1) is to be delivered or mailed to the Resident Engineer and any remaining items are to be available to the Contractor.

(e) Shop drawings and submissions will be identified by the Contractor with numbers relating them to specific sections of the contract specification, plus suffix numbers indicating the sequence of the approval or disapproval of each item, e.g., 17-1 for first item evaluated, 17-2 for second item evaluated in the same section, etc. If there is only one (1) item in a spec section then the suffix number would be omitted. Shop drawings and submissions that are resubmitted will be identified by adding to the original number the letter "R" and if subsequent resubmittals are required then added numerals 2, 3, 4, etc., for example 17-1, 17-1R, 17-1R2, 17-1R3, etc. If additional identification is required, such as a further breakdown by paragraph within the specification section, the paragraph number will to be added in parenthesis to the basic reference, e.g., 17-1R3 (Para. 2.2). Submissions, after having been evaluated, are to be filed under the appropriate specification section number. Where the same items have been specified under two or more sections of the specifications, the shop drawings and/or submissions shall be filed under one (1) appropriate section and cross-referenced.

(f) Approved or disapproved shop drawings and submissions shall be emailed only to the Resident Engineer who will evaluate the A-E's response. One of the following will occur:

(1) The Resident Engineer may send the submittal back to the A-E for further review.

(2) The submittal will be emailed to the Contractor with an email copy sent to the A-E.

(2) Specification Section 01 33 23, "Shop Drawing Products and Samples" contains the instructions to the Contractor in reference to submittals.

PART - 6: ATTACHMENTS

ATTACHMENT - I

A/E'S ESTIMATE OF ADJUSTMENT IN CONTRACT AMOUNT

Adjustments in contract amount for changes in professional services beyond contract scope covered by FAR 52.243-1 CHANGES - FIXED PRICE, ALTERNATE III (APR 1984), and SP-5, "Adjustment in Contract Amount Due to Changes", shall be computed and submitted in this format. The following explanatory notes relate to the preparation of formats a & b.

FORMAT a:

Technical Supervision (Formats a & b)

Include only personnel directly supervising production of drawings, specifications, cost estimates and related work for the project, such as Group Captain, Job Captain, Squad Boss, etc. Do not include Top Management, Middle Management, and Lower Management personnel who are included in overhead.

Travel (Format a)

Travel covers cost of transportation relating to these changes in professional services and beyond that are required by the contract.

Columns (2), (3), (4) (Format a)

Summarize totals in Columns (2), (3) and (4) obtained from Format b. Use Format a for entering other professional service cost items.

Columns (5), (6), (7)

Use these columns for entering manhours of personnel working on such items as design calculations, specifications, and cost estimating.

FORMAT b:

Use for the analysis of estimated manhours for changing or preparing drawings. Tabulate thereon the estimated manhours for performing the work referenced in circled area, Column (2), on specific drawings, Column (1). Also show the total number of manhours for each type of work for each drawing, column (8).

Include on Format b any explanation(s) that may be helpful in the review of the proposal.

ATTACHMENT - IIFormat A

ESTIMATE OF ADJUSTMENT IN CONTRACT AMOUNT SUMMARY

WORK CATEGORIES	SUPERVISOR		DESIGNER		DRAFTSMAN		OTHER	SPECIFY
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
Drawings(Data from Format b)								
Design Calculations:								
Structural								
Electrical								
Mechanical								
Selection of Equipment								
Revision of Equipment								
Architectural- Structural								
Specification Section Nos.								
Mechanical-Electrical Specification Section Nos.								
Construction Time Duties								
TOTAL								

TOTAL COST BREAKDOWN

1. Supervisor	_____ hrs.	@ \$_____ /hr.	\$_____
2. Designer	_____ hrs	@ \$_____ /hr.	\$_____
3. Draftsman	_____ hrs.	@ \$_____ /hr.	\$_____
4. Other	_____ hrs.	@ \$_____ /hr.	\$_____
5. Other	_____ hrs.	@ \$_____ /hr.	\$_____
6. Other	_____ hrs.	@ \$_____ /hr.	\$_____
7. Total Design Costs (Lines 1 through 6)		\$_____	
8. Overhead & Profit		@ \$_____ /hr.	
9. Total (Lines 7 & 8)		\$_____	
10. Blueprinting*		\$_____	
11. Special Reproduction and Binding*		\$_____	
12. Travel*		\$_____	
13. Additional Item (Specify)_____		\$_____	
14. Additional Item (Specify)_____		\$_____	
15. GRAND TOTAL (Lines 9 through 14)		\$_____	

* Use additional blank sheets to explain blueprinting charges, specifications reproduction and binding charges, travel charges, etc., and other categories of work requiring explanation.

ATTACHMENT - IIIFormat B**A/E's ESTIMATE OF ADJUSTMENT IN CONTRACT AMOUNT ANALYSIS
OF ESTIMATED MANHOURS FOR DRAWINGS**

DWG.NO	ITEM NO.	CODE	ESTIMATED TIME IN MANHOURS				
(If new this: "new")	(Circle on Drawing*)	(Letter Of Technical Supervisor	Designer	Draftsman	Total	Total	
	(Work**)						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
TOTAL							

* Submit blueprints of drawings requiring revision, indicating the portion of drawings which need revision by circling the portion(s) and identifying each by numbering in Column (2) above.

** For Column (3), identify type of work by use of the following code:

- | | |
|--------------------------|---|
| A Architectural | B Electrical |
| L Site Planning | H Heating, Ventilating and Air conditioning |
| B Subsurface(Structural) | G Steam Geo |
| S Structural | D Outside Steam Distribution |
| W Sanitary | DB Architectural Miscellaneous detail |
| Q Equipment(Laboratory) | FS Fallout Shelters |
| P Plumbing | - Other |